



Louisville

Digital Media Request

POLICE

This completed form documents your request for digital media records in the custody of the Louisville Police Department and will be retained in the record's file. This form is a public record and may be released.

The following information is necessary to process your request. Please provide as much information as possible. Colorado law requires your request contain information specific enough to identify the exact record requested. **Please provide an email address to receive the record by means of the Internet. ALL requests must be accompanied by a copy of the requestor's valid driver's license or government issued identification. Requests may be emailed to pdrecords@louisvilleco.gov.**

PERSON REQUESTING RECORD(S): _____

REPRESENTING/AGENCY: _____

ADDRESS: _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

EMAIL ADDRESS: _____ FAX: _____

CASE REPORT #: _____ TYPE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DATE OF INCIDENT: _____

PERSON INVOLVED IN REPORT: _____ DOB: _____

INVOLVEMENT TYPE: ☐ VICTIM ☐ WITNESS ☐ SUSPECT ☐ COMPLAINANT ☐ ARRESTEE ☐ OTHER _____

NAME(S) OR BADGE # OF OFFICERS INVOLVED: _____

DO YOU NEED ALL OF THE BWC FOOTAGE RELATED TO THIS INCIDENT? ☐ YES ☐ NO

If no is selected, please provide a description of the footage you are specifically looking for in the space below.

Please refer to the back of this page for information on fees associated to the research and redaction costs of the digital media. Costs add up quickly, so please be as specific as possible in your description.

REQUESTOR'S SIGNATURE IS REQUIRED ON THE BACK OF THIS PAGE.

DIGITAL MEDIA FEE SCHEDULE

☐ **VIDEO:** **\$25.00 PER HOUR – RESEARCH AND REDACTION**

☐ **PHOTOS:** **\$5.00 FOR EACH CD (IF REDACTION IS NECESSARY, ADDITIONAL FEES MAY APPLY.)**

Processing requires research and/or full playback of photos/videos by the processing technician before redaction begins. The technician must verify the involvement of each party in the photos/video, ensuring that the photos/video is/are redacted in accordance with the Colorado State Statutes. Please keep this in mind, as far as costs, when requesting photos/videos from multiple Officers that responded to the same incident, or a large time frame of video.

Payment can only be made via exact cash or check (made out to the City of Louisville)

SIGNATURE: _____ DATE: _____

By signing this form, I acknowledge that I have read and understand the below Colorado Revised Statute and affirm that the records of official actions and criminal justice records I am requesting shall not be used for the direct solicitation of business for pecuniary gain.

C.R.S. 24-72-305.5 ACCESS TO RECORDS- denial by custodian- use of records to obtain information for solicitation. RECORDS OF OFFICIAL ACTIONS AND CRIMINAL JUSTICE RECORDS AND THE NAMES, ADDRESSES, TELEPHONE NUMBERS, AND OTHER INFORMATION IN SUCH RECORDS SHALL NOT BE USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING BUSINESS FOR PECUNIARY GAIN. THE OFFICIAL CUSTODIAN SHALL DENY ANY PERSON ACCESS TO RECORDS OF OFFICIAL ACTIONS AND CRIMINAL JUSTICE RECORDS UNLESS SUCH PERSON SIGNS A STATEMENT WHICH AFFIRMS THAT SUCH RECORDS SHALL NOT BE USED FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN.

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SECTION BELOW TO BE COMPLETED BY RECORDS SECTION PERSONNEL ONLY

PROCESSED BY: _____ DATE: _____ TIME: _____

COMMENTS: _____

COST: \$ _____ ☐ PAID ☐ UNPAID ☐ OTHER _____